

**LIBRARY AND RESOURCE CENTER
VIRGINIA DEPARTMENT FOR THE BLIND AND VISION
IMPAIRED**

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TEXTBOOK RETENTION AND RE-ASSIGNMENT FORM

If you are retaining or transferring a Braille or Large Print textbook and container, notify the LRC by completing this form. Be sure to make a copy for your records. Holding ID, volume #, and copy # can be found on the front or back of each volume. Container # can be found on the bottom of each container. Small containers are 9 inches in height. Medium containers are 12 inches in height. Large containers are 17 inches in height.

Requester _____

Date _____

Phone _____

Braille _____ **Large Print** _____

Email _____

Has Now

Re-assign to

Teacher _____

Teacher _____

Student _____

Student _____

School _____

School _____

1. **Holding ID** _____ **Vol** _____ **Copy #** _____
(i.e. BR12345 or LP12345) (1-8) (02)

2. **Holding ID** _____ **Vol** _____ **Copy #** _____

3. **Holding ID** _____ **Vol** _____ **Copy #** _____

4. **Holding ID** _____ **Vol** _____ **Copy #** _____

Container # _____ **Size** _____ **Container #** _____ **Size** _____